

LOS ANGELES COUNTY DEPARTMENT OF BEACHES AND HARBORS
APPLICATION SUBMITTAL INSTRUCTIONS FOR REMAINING
RECREATIONAL CAMP AND PHYSICAL FITNESS TRAINING USE LICENSE
LOCATIONS
(Summer Only)

I. BACKGROUND

A. Purpose

The Department of Beaches and Harbors (Department) has completed a competitive selection process to award Beach and Harbor Use Licenses (Use Licenses) for recreational camp and physical fitness training programs conducted during the summer season, June through September. However, there remain Use License locations available. Available Use Licenses will be awarded to qualified operators on a first-come, first-served basis provided they pay all applicable fees and meet all application and minimum safety requirements.

Note: Any operators with outstanding amounts due to the Department will not be issued a Use License unless payment is received in advance of the application submittal. If amounts outstanding are in dispute, payment must still be made and held by the Department pending resolution of the dispute.

B. Description of Operations

1. Use License Locations – The available Use License locations are listed in Attachment A. Applicants are allowed to bid on multiple sites provided that a separate application and administrative license fee is submitted for each desired license location.

Note: A maximum limit of five Use Licenses will be issued per applicant. The five-limit maximum includes Use Licenses obtained for Off-Season (October through May) recreational camps and physical fitness training activities and/or Use Licenses obtained through the recent competitive selection process. All applicants must meet all Use License requirements at all sites. Issuance of any additional Use Licenses are at the exclusive and complete discretion of the Department Director.

2. Maximum Days and Hours of Operation – The available hours of operation for water instruction vary depending on the Use License site, but generally will be within lifeguard tower operational hours. See Attachment A. Applicants in need of starting their operations outside of the listed available hours may be

allowed to do so provided they meet the safety and personnel requirements listed in Attachment B. **Operations are only permitted Monday through Friday during the months of June through September.**

II. APPLICATION CONTENTS

A. General Requirements

Remaining Use Licenses will be issued on a first-come, first-served basis, provided that the applicant pays all applicable fees and meets all application and minimum safety requirements. All application submittals must include, at a minimum, the information specified below. Failure to include this information will constitute cause for the rejection of the application and the Department will then review the next application received. The inclusion of any additional information that may assist in the evaluation is encouraged. The adequacy, depth, and clarity of the submitted application will influence its evaluation considerably. The application submittal must be complete enough for a selection to be made solely from the material contained therein.

B. Specific Application Contents

1. Applicant's Credentials and Experience – The application must include a detailed summary of the applicant's experience. Emphasis should be placed on those areas and qualifications that demonstrate capability to effectively manage an operation of the kind described in the application. This should include the location, duration, and description of past camp/training operation experience, credentials, qualifications, and certifications of the applicant.
2. Safety – The Applicant must provide an emergency response plan demonstrating the applicant's preparedness to handle any potential emergencies that might occur in conjunction with implementing the proposed recreational operation. The Applicant's staff must also possess the necessary certifications and be responsible for ensuring that it complies with all of the safety requirements included in Attachments B and C.
3. Summary of Employees' Qualifications - Provide information regarding the personnel who will participate in carrying out the terms and conditions of the Use License. Credentials, experience, training, and age of all instructors/staff participating in the program must be provided. The minimum age for Lead Instructors and all Instructors in the water is 18 years of age.

Note: Any employee working with youth program participants will be required to pass background checks conducted at the expense of the applicant.

4. Description of Proposed Program – Applicants must submit a detailed operating plan for each desired Use License site. The Operating Plan should include a schedule of classes/camps, number of campers/participants per class/camp, days and hours of operation from time of drop-off to time of pick-up, fee per participant, participant-to-instructor ratio, and the total scope of activities to be provided.
5. Preferred Use License Site – List your preferred Use License location choice.
6. Community Service – Describe and provide documentation for any scholarships and/or reduced fees given to inner-city and/or low-income Los Angeles County youth. Applicants will be evaluated based on the amount of fees reduced or scholarships given.
7. Financial –The section addresses financial remuneration and financial capability. Financial remuneration will consist of 15% - in 2012 - of gross receipts and the amount bid by the applicant for their desired Use License site. The minimum bid amount for each Use License location will be \$100. The location bid fee is an annual fee, which the licensee will pay each year for the term of the Use License. See Attachment A for list of available locations. Also include a statement of estimated gross receipts for the year. Applicants are cautioned against offering more than they can realistically afford to pay, as the Department will hold the selected applicants to their Use License site offers and gross receipts projections.

Applicants must demonstrate financial capability by providing documentation that exhibits the applicant's financial responsibility and capacity to successfully carry out the proposed recreational operations for the Use License term. Documentation should include current financial statements listing all assets and liabilities of the applicant, initial available operating capital and its source, and the amount of any borrowed capital proposed for the operation, its source, and terms of repayment.

3. Use License Term – One year, extended on a year-to-year basis at the exclusive and complete discretion of the Department Director.

III. APPLICATION SUBMISSION

A. Submittal of Applications

Applications will be accepted beginning **February 1, 2012** at the address and during the office hours listed below.

Note: Questions regarding the application process and application requirements may be submitted in writing to the delivery address below or by e-mail to PMiller@bh.lacounty.gov or DKordich@bh.lacounty.gov.

B. Delivery of Applications

The delivery of the Use License application to the Department is solely and strictly the responsibility of the applicant and **must** be made in person as the applications will be reviewed on a first-come, first-served basis. Hand delivery should occur to:

Department of Beaches and Harbors
13483 Fiji Way TR#4
Marina del Rey, CA 90292

Note: Office hours for hand delivery are Monday through Thursday, 7:00 a.m. to 5:00 p.m.

C. Administrative Use License Fee

All application submittals must include payment in the amount of \$200, the prevailing administrative Use License fee. The administrative Use License fee is only payable during the application process and is not an annual fee. Payments made by check should be payable to the Department of Beaches and Harbors. Applications not accompanied by the \$200 administrative fee will not be considered.

Unsuccessful applicants will receive a refund of 50% of the \$200 administrative fee.

D. Number of Copies

Applicants must submit one unbound original suitable for reproduction of their application and supporting documentation. All materials submitted by applicants become the property of the Department and may not be returned.

IV. APPLICATION EVALUATION

A. Evaluation Process

Use Licenses will be issued on a first-come, first-served basis provided applicants pay all applicable fees and meet all application and minimum safety requirements. Incomplete applications will not be processed and the Department will evaluate the next application received.

V. PUBLIC INFORMATION NOTICE

All applications and submitted documentation become public records and will be available in the Department's Permits Section for inspection, except for certain excluded materials which are permanently confidential. These excluded materials may consist of personal financial statements and credit information related to the applicant, thus applicants are requested to submit the required financial statements on separate sheets.

VI. SCHEDULE OF ATTACHMENTS TO USE PERMIT APPLICATION INSTRUCTIONS

- A. Use License Tower Locations and Hours of Operation
- B. Recreational Camp Minimum Safety and Operating Requirements
- C. Recreational (Beach/Surf) Camp Rules and Regulations
- D. Use License Application

BEACHES AND HARBORS
BEACH AND HARBOR USE LICENSE

BEACH TOWER LOCATIONS and OPERATING HOURS - updated as of 2/1/2012				Attachment A
BEACH LOCATION	AREA	TYPE OF CAMP	MAX # OF PARTICIPANTS	AVAILABLE HOURS
Dockweiler	T-41	Day Camp or Volleyball Camp/Clinic	100	10am - 4pm / 7am - 8pm
Dockweiler	T-42	Day Camp	100	10am - 4pm
Dockweiler	T-49	Surf Lessons or Day Camp	50/100	7am - noon / 10am - 4pm
Dockweiler	T-58	Day Camp or Volleyball Camp/Clinic	100	10am - 4pm / 7am - 8pm
Malibu Surfrider	T-1	Surf Lessons	50	7am - noon
Malibu Surfrider	T-2	Day Camp	100	10am - 4pm
Malibu Surfrider	T-3	Surf Camp	50	7am - 3pm
Manhattan Beach	6th St.	Day Camp	100	10am - 4pm
Manhattan Beach	7th Street	Day Camp	100	10am - 4pm
Manhattan Beach	14th Street	Day Camp	100	10am - 4pm
Manhattan Beach	45th Street	Surf Camp/Lessons	50	7am - noon
Manhattan Beach	Pier n/s	Volleyball or Boot Camp	100	7am-8pm
Manhattan Beach	Rosecrans	Day Camp or Volleyball or Surf Lessons	100/100/50	10am-4pm / 7am-8pm/ 7am-noon
Marina Peninsula	Driftwood s/s	Physical Fitness	100	7am - 8pm
Mother's Beach	Marina Beach	Day Camp or Fitness or Canoe Class	100	7am - 8pm
Point Dume	PDC-2	Day Camp	100	10am - 4pm
Point Dume	PDC-3	Day Camp	100	10am - 4pm
Redondo Beach	Ainsworth Court	Day Camp	100	10am - 4pm
Redondo Beach	Avenue D	Volleyball	100	7am - 8pm
Redondo Beach	Ave E s/s	Day Camp	100	10am - 4pm
Redondo Beach	Avenue I	Surf Lessons or Day Camp	50/100	7am - noon / 10am - 4pm

BEACHES AND HARBORS
BEACH AND HARBOR USE LICENSE

BEACH TOWER LOCATIONS and OPERATING HOURS - updated as of 2/1/2012				Attachment A
Redondo Beach	Del Mar	Surf Camp or Day Camp	50/100	7am - noon / 10am - 4pm
Topanga	Topanga 1	Surf Camp/Lessons	50	7am - noon
Torrance	Play Area	Surf Camp or Day Camp	50/100	7am - noon / 10am - 4pm
Torrance	Rat	Surf Camp or Day Camp	50/100	7am - noon / 10am - 4pm
Torrance	Torrance n/s	Surfing	50	7am - noon
Venice	Driftwood	Surf Camp or Day Camp	50/100	7am - noon / 10am - 4pm
Venice	Navy n/s	Surf Lessons	50	7am - noon
Venice	Pier (n/s)	Surf Camp or Day Camp	50/100	7am - noon / 10am - 4pm
Venice	Pier (s/s)	Surf Camp or Day Camp	50/100	7am - noon / 10am - 4pm
Venice	Rose n/s	Surf Lessons	50	7am - noon
Venice	Rose s/s	Day Camp	100	10am - 4pm
Venice	Thornton	Fitness	100	7am - 8pm
Venice	Westminster	Day Camp	100	10am - 4pm
Will Rogers	T-5	Day Camp	100	10am - 4pm
Will Rogers	T-10	Day Camp	100	10am - 4pm
Will Rogers	T-14	Day Camp	100	10am - 4pm
Will Rogers	T-15	Volleyball or Surf Lessons	100/50	7am- 8pm / 7am - noon
Will Rogers	T-17	Day Camp	100	10am - 4pm
Will Rogers	T-18	Volleyball	100	7am - 8pm
Zuma	T-1	Fitness	100	7am - 8pm
Zuma	T-2	Day Camp or Volleyball Camp/Clinic	100	10am - 4pm / 7am - 8pm
Zuma	T-3	Day Camp	100	10am - 4pm
Zuma	T-4	Day Camp	100	10am - 4pm

BEACHES AND HARBORS
BEACH AND HARBOR USE LICENSE

BEACH TOWER LOCATIONS and OPERATING HOURS - updated as of 2/1/2012				Attachment A
Zuma	T-5	Day Camp	100	10am - 4pm
Zuma	T-6 s/s	Day Camp	100	10am - 4pm
Zuma	T-9	Day Camp	100	10am - 4pm
Zuma	T-10	Day Camp	100	10am - 4pm
Zuma	T-11	Day Camp	100	noon - 4pm
Zuma	T-12	Day Camp	100	10am - 4pm
Zuma	T-13	Day Camp	100	10am - 4pm
Zuma	T-14	Day Camp	100	10am - 4pm
Zuma	Trancas	Surf Camp or Day Camp	50/100	7am - noon / 10am - 4pm
	Highlighted Locations Are Not Available			

RECREATIONAL CAMP MINIMUM SAFETY AND OPERATING REQUIREMENTS

* The words "Instructor" and "Counselor" are interchangeable, as are the words "camper" and "participant".

GUIDELINES	BEACH CAMPS	SURF CAMPS
Safety Standard (Camper to Instructor ratio)	Ten to one on sand; seven to one in water	Ten to one on sand, seven to one in water
Camp Hours	Within Lifeguard Tower operational hours. Exception: If the camp has an experienced Ocean Lifeguard or EMT on staff who is present at the beach, early hours may be permitted, but water activity will be prohibited until the Lifeguard Tower is opened. If additional Lifeguard hours are paid by the operator, as determined by Lifeguards, earlier water activity will be allowed.	Within Lifeguard Tower operational hours. Exception: If the camp has an experienced Ocean Lifeguard or EMT on staff who is present at the beach, early hours may be permitted, but water activity will be prohibited until the Lifeguard Tower is opened. If additional Lifeguard hours are paid by the operator, as determined by Lifeguards, earlier water activity will be allowed.
Eligible Lifeguard Towers	All potential towers are listed on Attachment A. Eligible towers are to be determined at the time the permit is sought.	All potential towers are listed on Attachment A. Eligible towers are to be determined at the time the permit is sought.
Maximum Number of Campers	100, a maximum of 25 campers may be in the water at any one time, which may be reduced at any time for safety reasons as determined by Lifeguards	50, a maximum of 25 campers may be in the water at any one time, which may be reduced at any time for safety reasons as determined by Lifeguards
Training level of <u>Lead</u> Instructor and of <u>All</u> Instructors in the Water	Lead Instructor must take and pass American Red Cross Lifeguard Training & CPR for the Professional Rescuer course with current certification. Minimum age for Lead Instructor and all Instructors in the water is 18 years of age. Desirable qualifications in both the Professional Experience and Safety Standards categories are the employment of EMTs and professional certified Ocean Lifeguards (CSLSA certified or equivalent)	Lead Instructor must take and pass American Red Cross Lifeguard Training & CPR for the Professional Rescuer course with current certification. Minimum age for Lead Instructor and all Instructors in the water is 18 years of age. Minimum 10 years' surfing experience and competent swimming ability (500 meters) to qualify as surfing Instructor. Desirable qualifications in both the Professional Experience and Safety Standards categories are the employment of EMTs and professional certified Ocean Lifeguards (CSLSA certified or equivalent)
Employee Screening	All camp operators must perform background checks, at their own expense, for all employees interacting with youth camp participants.	All camp operators must perform background checks, at their own expense, for all employees interacting with youth camp participants.
Communications	On-site registered cell phone with programmed LACO Lifeguard phone number	On-site registered cell phone with programmed LACO Lifeguard phone number
Plan Approvals	Operator must have approved in advance the following plans: operating; safety/emergency response; and parking/drop-off/pick-up.	Operator must have approved in advance the following plans: operating; safety/emergency response; and parking/drop-off/pick-up.
Waivers and Insurance	Assumption of risk documents holding the County harmless for all participants and medical waivers for all minors. Operators additionally shall provide required insurance in advance to secure license.	Assumption of risk documents holding the County harmless for all participants and medical waivers for all minors. Operators additionally shall provide required insurance in advance to secure license.
Safety/Rescue Equipment and First Aid Supplies	Minimum of one rescue tube, not red, orange or yellow in color. Surf leashes. First aid supplies according to Red Cross standards on-site at all times.	Minimum of one rescue tube, not red, orange or yellow in color. Surf leashes. First aid supplies according to Red Cross standards on-site at all times.
Uniforms (if possible, ALL Surf Instructors from ALL Camps should wear the same colored rash guard)	Brightly colored rash guards preferred for camper when surfing - not red or orange in color. Counselors shall have a different colored rash guard than campers with "INSTRUCTOR" on back side	Brightly colored rash guards for camper when surfing - not red or orange in color. Instructors shall have a different colored rash guard than campers with "INSTRUCTOR" on back side
Check in with Lifeguards	Mandatory before establishing Camp site/water entry	Mandatory before establishing Camp site/water entry
Meeting with Area Captain	Mandatory prior to program	Mandatory prior to program

RECREATIONAL (BEACH/SURF) CAMP RULES AND REGULATIONS

In addition to the requirements on Attachment B, the following additional Rules and Regulations apply for Recreational (Beach/Surf) Camps:

- Each Camp Director must be reachable by phone during camp hours. Each camp's cell phone must be available on the beach at all times during operational hours and monitored on a regular basis for calls and voice mails, with the phone number having been previously registered at the respective Lifeguard Headquarters and with Beaches and Harbors. The Lifeguard Dispatch number will be "programmed" into the beach cell phone.
- All Camp Directors and Lead Instructors must meet with the Lifeguard Area Captains prior to the start of their respective summer operation (emergency vehicle access around/through camp site, bike path crossings, black ball, e.g.). Camp Directors must have previously secured approval of their parking and drop-off/pick-up plans from Beaches and Harbors' Parking Operations Section.
- All Camps offering surfing as part of their curriculum must ensure usage of required surf leashes at all times.
- All Camps must have for all participants under the age of 18 a medical waiver signed by their parents or legal guardians, which can be immediately faxed or scanned in and e-mailed, with emergency information included. There must also be an assumption of risk document holding the County harmless for each participant.
- Camp operators shall notify the Lifeguard Captain on duty, as soon as feasible, of any accident or injury occurring in the operation of their camps, regardless of severity. All rescues and medical aids involving campers, counselors, or other personnel must be documented on company incident slips.
- Lifeguards will have the authority and discretion to relocate a camp location due to hazardous beach or surf conditions.
- The Lifeguard Division will establish a complaint file at respective Lifeguard Headquarters to document repeat violators.

***The words "Instructor" and "Counselor" are interchangeable, as are the words "camper" and "participant".**

County of Los Angeles Department of Beaches and Harbors
**Use License Application for Recreational Camp
and Physical Fitness Training Permits**
13483 TR#4 Fiji Way, Marina del Rey, CA 90292

Use License Applicant Information:

Name: _____

DBA: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email Address: _____

Applicant Credentials:

No. of Years in Camp/Training Business: _____

Professional Experience (Location, duration and description of past camp/training business experience, and credentials, qualifications, and certifications of applicant)

Please attach additional pages if more space is needed:

Safety:

Safety Standards (Provide an Emergency Response Plan demonstrating the applicant's preparedness to handle any potential emergencies that might occur in conjunction with implementing the proposed recreational operations). Please attach additional pages if more space is needed:

Program Details:Program Name:

Type of Activity:

Age Level:

Estimated No. of Participants: _____ Fee Per Participant: _____

Participant/Instructor Ratio:

Instructor/Staff Details:

Credentials, Experience, Training, and Age of Instructors/Staff Participating in Program.
Please attach additional pages if more space is needed:

Camp Programming:

Operating Plan (The scope of instruction to be provided and the extent to which the plan complies with the requirements of the Use License; plans should include all aspects of the proposed program from drop-off to pick-up). Please attach additional pages if more space is needed:

Location:

Beach Location Requested:

Date(s) of Use:

Arrival Time: _____ Departure Time: _____

Community Service:

Community Service (Supporting documentation for any scholarships and reduced fees given). Please attach additional pages if more space is needed:

Financial:

Financial Capability (Provide the necessary documentation to demonstrate the applicant's financial responsibility and capacity to successfully carry out the proposed recreational operations for the Use License term; must show the means to adequately staff the proposed recreational operations and comply with all of the requirements of the Use License). Please attach additional pages if more space is needed:

Bid Amount for Yearly Location Fee (min. \$100): \$_____

Total Estimated Gross Receipts for Program (15%): \$_____

Bid Proposal:

One-Time Use License Fee:	\$ 200
Yearly Location Fee Bid:	\$ _____
Estimated 15% Gross Receipts Fee:	\$ _____
TOTAL:	\$ _____